

15 October 1951

MEMORANDUM FOR: Chief, Physical Security Branch, I&S  
Attention: [REDACTED] 25X1A9a  
SUBJECT: Security Violation

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1. In accordance with [REDACTED] conversation with [REDACTED] on 12 October 1951, I should like to request a waiver for [REDACTED] in the application of the penalty for a third security violation as prescribed by the Regulations. As we explained to you the existing security pattern in this office resulted in an unwarranted burden of responsibility being placed upon [REDACTED] particularly in the final securing of the office at the end of each day's business. It is our belief, in view of her long period of service to the Agency, and particularly in view of unusual security responsibilities, the adjustment of which was beyond her control, that this waiver should be granted.

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2. As a result of [REDACTED] conversation with us, we have reorganized our security procedures to provide for the custody of documents through a regular security watch among the secretaries in the office and for the three top officers of the office to assume the final responsibility as far as possible for the double check on safes and for signature of the staff duty officer check list.

3. I hope that these arrangements will prove satisfactory to you and I feel certain that they will insure us against further security violations.

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[REDACTED]  
Assistant Director  
Intelligence Coordination